

Department of Local Government Finance
Level Three Certified Assessor-Appraiser Course Sponsor Application

To be considered for approval as a course sponsor under IC 6-1.1-35.5-4.5, a potential course sponsor must complete this application and submit it to Department prior to submitting a course for approval.

Sponsor Name: _____

Physical Address: _____

Sponsor Type: _____ Instructional Business _____ College/University
 _____ Post Secondary School _____ Assessing Association

Contact Person: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Web Site: _____

Please include the following attached information: (See Instructions)

- List of all courses for which approval is sought.
- Written policies on course instruction including attendance and testing.
- Brief description of the potential sponsor's capability in curriculum development.
- List of instructors who teach or will teach a course including a resume or CV for each instructor and his or her designation as a certified Level Three assessor-appraiser or comparable professional certification or designation.

Statement of Applicant

I hereby certify that all information in this application is true and correct to the best of my knowledge and that I am the person legally authorized to sign this application. I understand that providing false information on this application may result in the revocation of the approval I am requesting.

Printed Name

Signature

Date

Instructions: The application must be completed and signed by the applicant or agent of the applicant. A separate course application must be submitted for each individual course offered by the course sponsor. All information provided must be typed or printed in black ink.

Sponsor Name: Enter the official name of the sponsor as used in advertisements.

Physical Address: This address is the actual business location of the sponsor. A post office box is not acceptable for the physical address.

Sponsor Type: Make one selection that most fits the type of business the sponsor is involved.

Contact Person: Provide the name of the person responsible for the day to day operations of the sponsor.

Mailing Address: This address is where the Department will mail all correspondence and may be a P.O. box.

Telephone and Fax: Include the telephone and fax numbers for the sponsor, with the area code.

E-Mail Address: Include the e-mail address of the contact person.

Web Site: Include the sponsor's web site address. This will be included on a web page to aid assessor-appraisers in acquiring education toward a Level Three assessor-appraiser certification.

Attachments: Attach the required documents to this application.

1. A list of all courses for which approval is sought.
2. Written policies that address attendance and testing, including timely grading of the final examination and notification of results.
3. A brief description of the sponsor's ability to develop and deliver consistent, quality education, including a capability in curriculum development.
4. A list of instructors who teach or will teach a course. For each instructor teaching the course, please provide the instructor's name and qualifications, which include certification as a Level Three assessor-appraiser or comparable professional designation, resume, and curriculum vitae.

Signature: This application must be signed by an officer or authorized signatory of the sponsor.

Please send your application to the following address:

Assessment Director
Department of Local Government Finance
Indiana Government Center North, Room N1058
100 North Senate Avenue
Indianapolis, Indiana 46204